DOCUMENT RESUME

ED 070 016 CG 007 647

TITLE	Health Service Aide - 8007. (Survey of the Health Service Field). Course Outline.
INSTITUTION	Dade County Public Schools, Miami, Fla.
PUB DATE	71
NOTE	23p.; Authorized Course of Instruction for the Quinmester Program
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	Career Choice; *Career Education; Career Opportunities; *Career Planning; *Careers; Curriculum Guides; *Health Occupations; High School Students; Vocational Development
IDENTIFIERS	*Quinmester Program

ABSTRACT

This course is designed to acquaint the student with the preparation needed, job opportunities, salaries, and fringe benefits of health-related occupations. The course helps the student to become aware of the various career opportunities in this field. The course requires no special skills or previous knowledge. The 45-hour course utilizes a booklet consisting of six blocks of instruction which are divided into several units each. Classroom instruction includes guest speakers and field trips to a variety of health agencies and lectures. Student involvement is stressed through the use of audiovisual materials, student-conducted studies, interviews with various health personnel, and oral reports on many job opportunities. (Author/WS)

ED 070016

AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM

CG 007 647

Course Outline
HEALTH SERVICE AIDE - 8007
(Survey of the Health Service Field)
Department 48 - Course 8007.05

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DADE COUNTY PUBLIC SCHOOLS

DIVISION OF INSTRUCTION • 1971

ED 070016

DADE COUNTY PUBLIC SCHOOLS
1410 NORTHEAST SECOND AVENUE
MIAMI, FLORIDA 33132

Course Outline

HEALTH SERVICE AIDE - 8007
(Survey of the Health Service Field)

Department 48 - Course 8007.05

the division of
VOCATIONAL, TECHNICAL AND ADULT EDUCATION

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Textbook Services
2210 S. W. Third Street
Miami, Florida 33135

Course Description

2007	48	8007.05	Survey of the Health Service [illegible]
State Category Number	County Dept. Number	County Course Number	Course Title

This course is designed to acquaint the student with the preparation needed, job opportunities, salaries and fringe benefits of health related occupations. The student will be made aware of the many career opportunities, and prospects of these occupations.

Indicators of Success: These are no special skills and/or knowledge required before entering this course.

Clock Hours: 45

PREFACE

The purpose of this course outline is to acquaint the student with the preparation needed, job opportunities, salaries and fringe benefits for health-related occupations.

The increasingly complex and changing nature of occupations in our modern society makes it almost a must that young people on the threshold of planning for a career be fully aware not only of the many career opportunities open to them but of the working conditions, opportunities, and prospects of these occupations.

This course is being prepared for quinmester use and is 45 hours in length. There are no special skills and/or knowledge required for enrollment. This outline consists of six blocks of instruction which are subdivided into several units each.

The student is first given an orientation of the overall class requirements and his responsibilities. Next, the specialized administrative occupations in the areas of hospitals, health department and voluntary health agencies, as well as administrative service occupations common to the many fields of employment, are covered. In addition to career opportunities in professional nursing and its areas of specialization, the block entitled "Nursing and Related Services" covers not only practical nursing, but also the varied supporting occupations associated with nursing in the provision of all-around patient care. Along with dentistry and its professional specialities, the section, Dentistry and Allied Services, covers various supporting occupations. Each of these offers a distinctive kind of career opportunity in the dental field. Career opportunities in health-related scientific research identify familiar and nonfamiliar health specialities, not only in biology, but also in chemistry and physics. In addition to these health services,

they include some supporting occupations needed in research laboratories. Doctors of medicine and osteopathy and their specialities are covered under the topic "Medical Professions." A post-test is included in the Appendix.

Classroom instruction will include guest speakers and field trips to a variety of health agencies and lectures. Student involvement will be stressed through the use of the audiovisual materials, student conducted studies, interviews with various health personnel, and oral reports on many job opportunities.

This outline was developed through the cooperative efforts of the instructional and supervisory personnel, the Quinmester Advisory Committee and the Vocational Teacher Education Service, and has been approved by the Dade County Vocational Curriculum Committee.

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with Suggested Hourly Breakdown

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GOALS

The student must be able to:

1. Demonstrate an understanding of the broad field of health.
2. Demonstrate an understanding of the health field, its problems and ramifications in answering the needs of society.
3. Compare health occupations, their interrelations, specific scope, location and personal requirements.
4. Demonstrate knowledge of the many job opportunities and interests in the health field.
5. Demonstrate an understanding of the principles involved in preparing for further education and employment in the health field.
6. Demonstrate an awareness of the ever increasing need for health workers in health professions and allied occupations.

SPECIFIC BLOCK OBJECTIVES

BLOCK I - ORIENTATION

The student must be able to:

1. Describe the purpose of the course.
2. Identify the methods of evaluation used throughout the course.
3. State what will be expected of him as a student in this class.

BLOCK II - ADMINISTRATION OF HEALTH SERVICES

The student must be able to:

1. List the occupations in the administrative and health services.
2. List occupations related to health department administration and qualifications required for each.
3. Prepare an occupational monograph of an occupation related to administration.

BLOCK III - NURSING AND RELATED SERVICES

The student must be able to:

1. Prepare a chart that compares and contrasts educational requirements, opportunities and earnings of the professional nurse and the practical nurse.
2. Describe the training, earning and opportunities of the occupations related to nursing.
3. Describe in writing the duties and responsibilities of the practical nurse and registered nurse.
4. Describe the other health occupations related to nursing as they relate to duties and responsibilities.
5. Prepare an occupational monograph of an occupation in nursing or the related areas.

BLOCK IV - BASIC SCIENCES AND THE HEALTH FIELD

The student must be able to:

1. Identify the occupations relating to the basic sciences and health field.
2. Explaing orally how the field in basic science relates to health.
3. List the opportunities in health research.
4. Prepare an occupational monograph of an occupation in the basic sciences.

BLOCK V - DENTISTRY AND ALLIED SERVICES

The student must be able to:

1. List the occupations allied with dentistry.
2. Identify eight recognized dental specialities and the function of each.

3. Prepare an occupational monograph of an occupation in dentistry.
4. Describe the preparation required for the dental assistant, dental technician and the dental hygienist.

BLOCK VI - MEDICAL PROFESSIONS

The student must be able to:

1. Match various medical specialists with the condition each would treat.
2. Describe the difference between doctors of medicine and doctors of osteopathy.
3. List the educational requirements for the doctor of medicine.
4. Prepare an occupational monograph of the doctor of his choice.

Course Outline

HEALTH SERVICE AIDE - 8007
(Survey of the Health Service Field)

Department 48 - Course 8007.05

I. ORIENTATION

A. Objectives of the Course
   1. Standards
   2. Methods of evaluation:
      a. Written tests
      b. Oral response
      c. Written reports

B. Student Responsibilities
   1. Policies relative to absences
   2. Policies relative to tardies

II. ADMINISTRATION OF HEALTH SERVICES

A. Health Department Administration
   1. Local health officer
   2. Health officer's cabinet
   3. Program analysist
   4. Program representatives
   5. Administrative assistant
   6. Education and earnings
   7. Related occupations

B. Hospital Administration
   1. Hospital administrator:
      a. Duties and responsibilities
      b. Educational qualifications
      c. Earnings
   2. Business manager and staff:
      a. Duties and responsibilities
      b. Education and qualifications
      c. Earnings
   3. Personnel director and staff:
      a. Duties and responsibilities
      b. Education and qualifications
      c. Earnings
   4. Public relations director

C. Voluntary Health Agency Administration - Local Executive and Field Representatives
   1. Qualifications:
      a. Education
      b. Experiences
   2. Related occupations

III. NURSING AND RELATED SERVICES

A. Professional Nurse
   1. Opportunities and prospects:
      a. Hospital
      b. Public health
      c. Occupational health
      d. Nursing education
      e. Private duty
      f. Others
   2. Salaries and working conditions
   3. Qualifications and requirements
   4. Education - cost:
      a. Junior college
      b. Hospital school of nursing
      c. Collegiate nursing
   5. Status and standards

B. Practical Nurse
   1. Opportunities and earnings
   2. Education
   3. Standards and training
   4. Licensure

C. Related Occupations
   1. Nurse aides and orderlies:
      a. Training
      b. Earnings
      c. Opportunities
   2. Inhalation therapist:
      a. Education and training
      b. Earnings
      c. Opportunities
   3. Ward clerk:
      a. Training
      b. Earnings
   4. Home health aide and homemaker services

IV. BASIC SCIENCES AND THE HEALTH FIELD

A. Health Research
   1. Opportunities:
      a. Biology
      b. Chemistry
      c. Physics
      d. Laboratory services
   2. Preparation
   3. Earnings
   4. Advancement
   5. Rewards

IV. BASIC SCIENCES AND THE HEALTH FIELD (Contd.)

B. Other Science Careers in the Health Field
   1. Environmental health
   2. Food and drug services
   3. Medical engineering and electronics
   4. Medical technology services

C. Laboratory Occupations
   1. Laboratory technicians
   2. Laboratory helpers

V. DENTISTRY AND ALLIED SERVICES

A. Dentists
   1. Specialization and prospects
   2. Personal qualifications
   3. Education and licensing
   4. Future

B. Dental Assistant
   1. Training
   2. Earnings
   3. Opportunities

C. Dental Laboratory Technician
   1. Personal qualifications
   2. Education and training

D. Dental Hygienist
   1. Personal qualification
   2. Preparation
   3. Future

VI. MEDICAL PROFESSIONS

A. Doctors of Medicine
   1. Personal qualifications
   2. Education:
      a. Preprofessional
      b. Professional
      c. Licensing
      d. Financing
   3. General practice and specialization
   4. Where employed

B. Doctors of Osteopathy
   1. Personal qualifications
   2. Training requirements
   3. Licensure

VII. QUINMESTER POST TEST

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2. Another Day - A Different Way. 16 mm. 12 min. Color. Sound. American Red Cross-- Dade County.

3. Bright Future. 16 mm. 28 min. Color. Sound. Florida State Board of Health.

4. Challenge of Dentistry, The. 16 mm. 28 min. Color. Sound. Bureau of Audiovisual Service.

5. Dental Assistant: A Career of Service, The. 16 mm. 12 min. Color. Sound. Florida State Board of Health.

6. Dentistry: Your Magic Step to a Career Opportunity. 16 mm. 6½ min. Color. Sound. East Coast Dental Society.

7. Faith, Facts and Fingertips. 16 mm. 15 min. Color. Sound. AAMRL.

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9. Horizons Unlimited. 16 mm. 28 min. Color. Sound. Hospital-Health Careers. SFHA.

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12. In a Medical Laboratory. 16 mm. 28 min. Color. Sound. Hospital-Health Careers. SFHA.

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18. Pattern of a Profession. 16 mm. 29 min. Color. Sound. Bureau of Audiovisual Services.

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21. Someone You Can Trust: Someone You Can Be. 16 mm. 29 min. Color. Sound. Hospital-Health Careers. SFHA.

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26. Anesthesia - A Special Type of Nursing. 80 Frames. Color. American Association of Nurse Anesthetists.

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A P P E N D I X

Quinmester Post Test Sample

Quinmester Post Test

Name _____ Date _____ Score ____

A. Match the specialist in Column 1 with the conditions they might treat in Column 2.

1.	Allergist	a.	Jim has a broken knee cartilage ( )
2.	Anesthesiologist		
3.	Dermatologist	b.	Mrs. B. suspects she is pregnant ( )
4.	Ear, nose and throat specialist		
5.	General practitioner	c.	Grandpa Jones finds it painful to urinate ( )
6.	Internist		
7.	Neurologist	d.	Henry may have broken his ankle skiing ( )
8.	Obstetrician-ginecologist		
9.	Pathologist	e.	Mabel has pains behind her eyes and blurred vision ( )
10.	Orthopedic surgeon		
11.	Ophthalmologist	f.	Betty's 2 year old girl is very ill ( )
12.	Pediatrician		
13.	Plastic surgeon	g.	Hortense has a tumor in her neck ( )
14.	Psychiatrist		
15.	Radiologist	h.	Alex is depressed over grades and thinks of suicide ( )
16.	Surgeon		
17.	Urologist		

B. List the appropriate degree or degrees after each specialist.

1.	Hospital nurse _____	a.	D.D.S.
2.	Oral surgeon _____	b.	R.N.
3.	Health officer _____	c.	D.O.
4.	Dental hygienist _____	d.	M.D.
5.	Psychiatrist _____	e.	M.D., M.P.H.
6.	Osteopath _____	f.	P.H.N.
7.	Social worker _____	g.	D.H.
8.	Optometrist _____	h.	PH.D.
9.	Pediatrician _____	i.	M.S.W.
10.	Public health nurse _____	j.	O.D.
11.	Psychologist _____		
12.	School nurse _____		
	_____		

C. Describe how each specialist would help in the recovery of an accident victim with the following injuries:
   a. Bleeding from the head and possibly has a broken leg.
   b. Multiple cuts and lacerations of the face

1. Surgeon

2. Nurse

3. Physical therapist

4. Dentist

5. Radiologist

6. Ophthalmologist

7. Anesthesiologist

8. Plastic surgeon

D. Describe a condition each group of specialists might treat.

1. Radiologist
   Nurse
   Pathologist
   Surgeon Answer _____

2. Oral surgeon
   Nurse
   Psychiatrist
   Plastic surgeon Answer _____

3. Psychiatrist
   Nurse
   Neurologist
   Physical therapist
   Orthopedic surgeon Answer _____

E. List and give the description of at least 8 different careers in health.

F. Select a career of your choice and elaborate on the following items:

1. Name of career
2. History
3. Job description
4. Salary
5. Requirements (education or training)
6. Hours of work
7. Advantages
8. Disadvantages

G. Essay

Directions - Read each statement below carefully and answer each one in the space provided below the statement. You are expected to answer each statement in its entirety in order to receive credit.

1. List at least four occupations which are described under the topic Administrative Health Services:

   a.

   b.

   c.

   d.

2. Name two occupations related to nursing and briefly describe the duties of each:

Occupation	Duties
a.	
b.	

3. List the major opportunities in health research.

   a.

   b.

   c.

   d.

4. Name eight recognized dental specialities.

a.	e.
b.	f.
c.	g.
d.	h.

5. Compare doctors of medicine with doctors of osteopathy in relation to educational requirements.

Doctors of Medicine	Doctors of Osteopathy

ANSWER KEY FOR QUINMESTER POST TEST

A.
a. 10
b. 8
c. 17
d. 10
e. 11
f. 12
g. 16
h. 14

B.
1. R.N.
2. D.D.S.
3. M.D., M.P.H.
4. D.H.
5. M.D.
6. D.O.
7. M.S.W.
8. O.D.
9. M.D.
10. P.H.N., R.N.
11. Ph.D
12. P.H.N., R.N.

C. All answers may vary

1. Suture cuts and lacerations
2. Assistant doctors
3. Physical therapy for broken arm
4. Examine for fracture of the jaw
5. X-ray for a broken leg
6. Examine eyes for foreign bodies or lacerations
7. Anesthesia if surgery is necessary
8. If cuts are extensive, plastic surgeon would repair them

D. All answers may vary

1. Cancer
2. An accident victim with damage to face and teeth
3. Polio victim

E. All answers may vary

F. All answers may vary

G. All answers may vary

1. Administrative Health Services
   a. Local health officer
   b. Program analyist
   c. Administrative assistant
   d. Hospital administrator
   e. Business manager
   f. Personnel director
   g. Public relations director

2.	Occupation	Duties
	a. Registered Nurse	Administers medicine and treatments prescribed by the doctor; observes, evaluates and records symptoms, reactions, and progress; assists in education and rehabilitation of patient and instructs auxiliary personnel or students, etc.
	b. License Practical Nurse	Assists in caring for medical and surgical patients, convalescents, handicapped people, and others who are physically or mentally ill. Under the direction of a doctor or registered nurse, she provides nursing care which requires technical knowledge but not the professional training of a R.N.

3. a. Biology (microbiology)
   b. Chemistry (biochemist)
   c. Physics (radiological chemist)
   d. Laboratory (hemotologist)
   e. Mathematics (biomathematics)

4. a. Oral surgeon (surgery of the mouth)
   b. Orthodontics (teeth straightening)
   c. Pedidontist (for children)
   d. Endodontics (root oral treatment)
   e. Oral pathology (diseases of the mouth)
   f. Periodontology (treats tissues, gums, and underlying bone)
   g. Prosthodontics (makes artificial teeth)
   h. Public Health Dentistry

5. a. Doctors of Medicine - Diagnose diseases and treat people who are ill or in poor health, concerned with preventive medicine and with the rehabilitation of people who are injured or ill; at least three years of college education before admission to medical school. To qualify for a license, a candidate must graduate from an approved medical school, pass a licensing examination and serve a year of hospital internship. To become a specialist they must spend 2-4 years (depending on speciality) in advanced hospital training as a resident.

   b. Doctors of Osteopathy - Diagnose, prescribe remedies, and treat diseases of the human body, paying particular attention to impairments in the muscular-skeletal system. They emphasize manual manipulative therapy. Three years of pre-osteopathic college work is the minimum requirement from entry to schools of osteopathy, 4 years preferred. Four years of professional study for the degree of Doctor of Osteopathy. Specialist - 3 years of additional training followed by 2 years of supervised practice in the speciality.